

E-Procurement Address Mapping in ISIS

Each address created in NC E-Procurement Service is assigned a unique name. In order for an E-Procurement eRequisition to be successfully processed in ISIS, the E-Procurement ship to and bill to address unique names must be mapped to the corresponding addresses in ISIS. E-Procurement Ship To address unique names are mapped within the corresponding ISIS site file address. Bill To address unique names can also be mapped on ISIS site file address allowing for the use of more than one Bill To address. The address mapping process was completed for each LEA address during the E-Procurement LEA Implementation; however, any new addresses added to the NC E-Procurement Service will need to be mapped according to this process.

1.0 Locate the E-Procurement Address Unique Name



1. Select the 'eForm' link from the Shortcut Menu on the E-Procurement Home Page.

The screenshot shows the 'Create Request Using Company eForm' page. At the top, there's a navigation bar with 'Home', 'Help', and 'Logout' buttons. Below it, a sidebar on the left contains 'CORR Purchasing Agent 01'. The main content area has a heading 'Create Request Using Company eForm' and a subtext 'eForms are provided by your company. Select or search for a form to use to create your request.' A search bar is present with a 'Search' button. Below the search bar is a table with two columns: 'Name' and 'Description'. The table contains three rows: 'AddressMaintenance', 'PasswordChange', and 'UserMaintenance'. The 'AddressMaintenance' link is circled in red.

2. Select the '**AddressMaintenance**' link.

The screenshot shows the 'AddressMaintenance' form. On the left, there's a sidebar with three steps: '1 Title', '2 Complete Form', and '3 Summary'. The main content area has a heading '1 Add Title' and a subtext 'Enter a title.' A title field is present with the text 'Untitled AddressMaintenance'. Below the title field is a 'Select Maintenance Mode' dropdown menu. The dropdown menu is open, showing four options: 'Select a Value', 'Update', 'Add', and 'Delete'. The 'Update' option is circled in red. At the bottom right, there are three buttons: '< Prev', 'Next >', and 'Exit'. The 'Next >' button is circled in red.

3. **Title** – It is not necessary to enter a title, as this request will not be submitted.
4. **Select Maintenance Mode** – Select the appropriate type of address maintenance to perform. To locate the address unique name, select '**Update.**'
5. Click '**Next.**'

AD82A12: Untitled AddressMaintenance

1 Add Title AddressMaintenance

Enter a title. [How To](#)

Please complete the missing or invalid information indicated

Title:

Select Maintenance Mode:

Address: **Value must be set.**

Locate the address name in the 'Address' dropdown box or select 'Other...' to conduct a search for the address.

< Prev Next > Exit

6. Locate the address information using the Address dropdown box. If the address name does not appear in the dropdown box, select **'Other...'** to locate the address.

7. Click **'Next.'**

AD82A12: Untitled AddressMaintenance

2 Complete Form AddressMaintenance

Provide the requested information. [How To](#)

Complete Form - AddressMaintenance

Entity:

Unique Name:

Name:

Line 1:

Line 2:

Line 3:

City:

State:

Postal Code:

Country:

8. Make note of the Unique Name, as this value will be mapped into ISIS.

2.0 Enter the E-Procurement Address Unique Name Value in ISIS

NC E-Procurement ship to address unique names must be entered in the 'NCEP Xref' field on the corresponding address in the ISIS site file. If the address is only a ship to address and not also a bill to address, the address mapping process is complete. If the LEA would also like this address to be available as a bill to address as well, an E-Procurement bill to address unique name will also need to be entered in the 'Bill To' field on the ISIS Site file.

| | | | |
|---------------------|--|---|-----------------------------|
| 6/16/05 14:43:15 | | CABARRUS COUNTY SCHOOLS ISIS Financial System: Site File | |
| Site Code: | <u>340</u> | | |
| Site Name: | <u>WINECOFF ELEMENTARY SCHOOL</u> | | |
| Ship to: | <u>WINECOFF ELEMENTARY SCHOOL</u> <u>375 WINECOFF SCHOOL ROAD</u> | | |
| City: | <u>CONCORD</u> | State: | <u>NC</u> Zip: <u>28027</u> |
| Attention: | | | |
| Bill to: | <u>CABARRUS COUNTY SCHOOLS</u> <u>PO BOX 388</u> <u>PO BOX 388</u> | | |
| City: | <u>CONCORD</u> | State: | <u>NC</u> Zip: <u>28026</u> |
| Attention: | <u>ACCOUNTS PAYABLE</u> | | |
| Phone: | | | |
| NCEP XRef: | <u>LCALSHIP1</u> | | |
| Bill To: | | | |
| F12=Return | | | |